MONTH END PROCESSING

The month now closes on the last work day of each month. Read below for an explanation of how this affects disbursements, billings and collections, and adjustments.

DISBURSEMENTS
The nightly job that picks up disbursements has been taken out of the cycle (i.e., it will not run) the last three work days of the month. Any disbursements in the system at that time, which have a payment schedule date through the end of the month, will be picked up in that last disbursement job.

For example, the last disbursement job for February will be run on the night of February 25. That disbursement job will pick up any payments with a scheduled payment date through Feb 28. These transactions will be sent to Treasury with the accelerated payment date. If a payment transaction is accepted in FFIS on February 26, it will not be picked up for payment until March 3 (the first workday of March).

Bottom line - tell travelers to submit their voucher **before the last week of the month** to ensure timely remittance of their travel reimbursement.

BILLINGS AND COLLECTIONS
We will continue to receive billing documents from the PPQ ROT and VS User Fee interfaces and collection documents from the Lockbox interface up to the end of the month. Bills will be sent out the first of the month.

ADJUSTMENTS
Enter your B2's and YE's by the 2nd to the last day of the month. Edit and run them. If there is an overridable error, contact BEST.

Bottom line - if you have B2's and YE's to enter by month end, be sure to enter them by the second to the last day of the month. You will no longer have the three work days of the next month.

STATUS OF FUNDS
With the month closing the last day of each month, you can start your status of funds reporting earlier. You can generally run your reports the first work day of the new month.